

COMMANDER'S "BATTLE DRILL"

Commander Actions When a Sexual Assault Incident is Reported At Grafenwoehr and Vilseck Communities

1	Ensure the physical safety of the victim. Determine if the alleged assailant is still nearby and if the victim needs protection.
2	Advise the victim of the need to preserve evidence (for example, by not bathing, showering, or washing garments).
3	Encourage the victim to report the incident and get a medical examination immediately (even if the incident occurred before the past 72 hours).
4	Make appropriate administrative and logistical coordination for the movement of the victim to receive care. (Involve the minimum number of personnel possible and only on a need-to-know basis.) (<i>in theater</i>)
5	Ask if the victim needs a support person (for example, a friend, victim advocate, chaplain, or other professional) to immediately join the victim.
6	Notify the sexual assault response coordinator (SARC) at 476-3217 or 09662-833217 , who will explain to the victim the victim advocacy services available and appoint a victim advocate if one is desired.
7	Notify the chaplain at Graf 475-1370 / 09641-831370 or Vilseck 476-1570 / 09662-1570 if the victim requests pastoral counseling or assistance.
8	<p>Notify the Criminal Investigation Command (CID) at 475-7110 or 09641-837110, military police at Graf 475-8319 / 09641-838319 or Vilseck 476-2890 / 09662-832890, garrison provost marshal (AR 195-1, para 6), and commanders in the chain of command (as appropriate) within 24 hours (as soon as the victim's safety is established and arrangements have been made for medical treatment at Graf 475-7152 / 09641-837152 or Vilseck 476-2936 / 09662-832936), and—</p> <ul style="list-style-type: none">• Limit the details regarding the incident to only personnel who have a legitimate need to know.• Take action to safeguard the victim from any formal or informal investigative interviews or inquiries, except by personnel who may have a need to know (including but not limited to CID investigators and the trial counsel at Graf 475-7114 / 09641-837114 or Vilseck 476-2289 / 09662-832289).• Collect only the necessary information (for example, the victim's identity, location and time of the incident, name or description of the offender). Do not ask detailed questions or pressure the victim for responses.
9	Ensure the victim is made aware of and encouraged to exercise his or her options during each phase of the medical, investigative, and legal processes.
10	Ensure the CID informs the victim and witnesses of their rights by giving them a completed DD Form 2701 (AR 27-10).
11	Inform the victim of resources in theater that are available through the Victim / Witness Assistance Program (AR 27-10) at 350-6405 or 09931-8896405 . Also inform the victim of resources that are accessible in the area of operation (for example, Military One Source

	(toll free 00-800-4648-1077 or collect 484-530-5889, 24 hours a day, 7 days a week) and the DOD Deployment Health Support Hotline (1-800-497-6267 from 0900 to 2100, Monday through Friday)).
12	<p>Provide emotional support to the victim:</p> <ul style="list-style-type: none"> • Throughout the investigation, consult with the victim and, to the extent practicable, accommodate the victim's wishes, as long as a full and complete investigation is not compromised. • Listen to and engage in quiet support of the victim, as needed. Also, be available in the weeks and months following the sexual assault, and ensure the victim that she or he can rely on the commander's support. • Emphasize to the victim the availability of additional means of support (Social Work Service at 476-2100 / 09662-832100 or Mental Health at 476-2995 or 09662-832995), and refer the victim to counseling groups and other victim services.
13	Confer with the commander's legal representative, the servicing staff judge advocate (SJA) office, or both to consider legal options, responsibilities (for example, pretrial restraint, military protective order (MPO) (DD Form 2873)), and the appropriate disposition of the alleged offense. If the alleged offender is a foreign national or from a coalition force, confer with the SJA on responsibilities, options, and victims rights (<i>in theater</i>).
14	<p>Determine the best courses of action for separating the victim and the alleged offender during the investigation.</p> <ul style="list-style-type: none"> • Determine whether the victim wants to be transferred to another unit. • Determine if the suspect needs or wants to be transferred to another unit. • Consider whether an MPO (referred to as a "no contact order") is appropriate. • Coordinate with sexual assault treatment and counseling resources and the chain of command (involving as few people as possible and only on a need-to-know basis to protect the victim's privacy) to determine if the victim's condition warrants redeployment or reassignment until a final legal disposition of the sexual assault case has been made and the victim is no longer in danger. To the extent practicable, preferential consideration related to the reassignment should be based on the victim's desires.
15	Flag (suspend favorable personnel actions) any Soldier under charges, restraint, or investigation for sexual assault in accordance with AR 600-8-2, and suspend the Soldier's security clearance in accordance with AR 380-67.
16	Avoid automatically suspending or revoking the victim's security or personnel reliability program clearance when possible, since the victim can be treated for his or her trauma. Consider the negative effect that suspension of a victim's security clearance has on both the victim's emotional condition and the service climate for reporting.
17	Determine how to best dispose of the victim's collateral misconduct. Unless overriding considerations exist, commanders should consider exercising their authority to defer disciplinary actions for the victim's misconduct until after the final disposition of the sexual assault case.

18	Update the battalion or higher-level commander on the status of the victim and the alleged offender within 14 calendar days, and each month thereafter, until the case is officially closed. If the victim or alleged offender is transferred or redeployed before the case is closed, coordinate with investigative and SJA personnel before stopping monthly updates on the individuals involved.
19	Update the victim each month on the sexual assault investigation until its final disposition. Follow up with the victim within 45 days after disposition of the case.
20	Consult with the servicing legal office or criminal investigative organization and notify the assigned victim advocate before taking any administrative action affecting the victim.
21	Ensure unit personnel are kept informed of the risk factors associated with sexual assault, especially those risk factors unique to the deployed environment.
22	If you have any questions regarding the Sexual Assault Prevention and Response Program, contact your community Sexual Assault Response Coordinator (SARC) at 476-3217 or 09662-833217.